

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
REVISED JUNE 2018

**ASSISTANT VICE CHANCELLOR, EDUCATIONAL SERVICES  
JOB DESCRIPTION**

**GENERAL RESPONSIBILITIES**

Immediately responsible to the Vice Chancellor of Educational Services for the administration of special programs, including direct administration of fiscal agent special programs; analyzes, identifies, publicizes and procures resources and special funding opportunities for District and college programs; oversees the development of project proposals and monitors administration of programs to ensure conformity with funding source regulations and requirements; supervises managers of grant-funded programs; assesses and reports District progress toward achieving its mission; provides staff support to the Vice Chancellor and staff; recommends new and revised policies in related areas; designs systems, processes and procedures for awarding grant funds to sub-recipients and contracting with vendors and consultants.

**REPRESENTATIVE DUTIES**

Design systems, processes and procedures to maintain efficient and effective grant management operations that are compliant with funding regulations and requirements and District policies and procedures. Requires a thorough knowledge of grant development, program design, and grant management; knowledge of CCCC CO workforce and economic development initiatives, grant terms and conditions, operational systems; as well as extensive knowledge of community college fiscal, accounting, purchasing, resource development, and human resource policies, procedures and operational systems.

Coordinates with district departments to align the fiscal agent role with district policies and procedures to ensure an effective and efficient system that is compliant with CCCC CO requirements, standards and expectations and district policies and procedures; serves in an educational leadership position on local and state levels; and performs special projects and other duties as assigned.

Tracks performance, expenditures, and compliance for sub-recipients and contractors; oversees production of scheduled and ad hoc grant performance and financial reports for the Chancellor's Office, the Vice Chancellor, District leaders, and other stakeholders; develops guidance documents, provides technical assistance, and conducts presentations (e.g., in-person meetings, panel presentations, webinars) for fiscal agent special programs.

Responsible for effective management of managers and classified staff assigned to the resource development department; also responsible for compliance with District policies, rules and regulations regarding personnel, and evaluation of the performance of assigned staff, providing direction and assistance.

Provide consultation and technical expertise to the CCCC CO, administrators and outside agencies concerning grant development, design and management; respond to inquiries and provide detailed information concerning fiscal agent funds, budgets, transactions, records, standards, principles, processes, procedures and regulations; respond to inquiries on the performance of workforce and economic development directors and programs funded by the CCCC CO.

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**ASSISTANT VICE CHANCELLOR, EDUCATIONAL SERVICES  
JOB DESCRIPTION (CONTINUED)**

Responsible for communication, orientation, and guidance of workforce and economic development program directors funded by the CCCCCO and their supervisors. Produce resources and materials to keep the website designated by the CCCCCO updated with new and updated materials for fiscal agent special programs.

Responsibility for assuring timely and accurate reporting and accounting for funding of programs and related reports.

Ensure that individual development plans are create where gaps exist in effective-in-role and knowledge-in-role of all economic and workforce development initiative directors funded by CCCCCO grant programs. Monitor performance for achievement of improvement targets.

Manage fiscal agent special programs; design and conduct orientation for managers, ensure expenditures are in line with quarterly spending targets, and are in compliance with grant terms and conditions. This may include maintaining sub-budgets for workforce and economic development directors.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** Possesses a master's degree and at least five years of administrative experience in grant management and resource development in a public entity.

**Required Skills:** Ability to resolve problems, analyze and apply laws, regulations, theories and methodology, and program specifications, plan and evaluate activities, research and programs, research, analyze, apply and articulate results, identify funding and program opportunities, procure and implement programs, build consensus, and supervise staff.

Ability to communicate effectively with diverse audiences.

Ability to design and implement operational systems involving multiple colleges, districts, partners, stakeholders and regions.

Board Approval Date: June 25, 2018